

SECRET

CIA
Office of Operations
FOREIGN DOCUMENTS DIVISION

PROGRESS REPORT
FOR
1953

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Office of Operations

Foreign Documents Division

PROGRESS REPORT FOR 1953A. Summary for 1953 and Objectives for 1954

1. Brief Highlights of Actual Progress During 1953

The approval on 7 March 1953 by the National Security Council of NSCID-16 provided FDD with a charter for its exploitation of foreign-language publications and coordination of translation activities. As a result, Chief, FDD, heads an implementation subcommittee for "Exploitation of Foreign-Language Publications" of which 16 meetings have been held during the year. ~~Unsatisfactory, at the start of 1953, the abstracting of~~ ^{for its} ~~documents by FDD was subject to study and cooperation with ORR, OCD, OCI,~~ ^{conference in} ~~DD/PY~~ and the ~~Area.~~ While no ~~agency-wide cure for the deficiencies in this processing system.~~ ^{was found} ~~operation~~ FDD took measures to streamline its operation with the result that in the course of the year it ~~had handled twice as many CSDB enclosures~~ ^{an average of} ~~on the average per month as were processed during 1952.~~

A nation-wide survey of US repositories of Chinese Communist information on Chinese economy and science was conducted by FDD in an initial move to correct ONE's "Intelligence Deficiencies ~~Revealed~~ in SE-27". This ^{making available to FDD a large quantity of} survey resulted in ~~a file of all desired material into the division~~ from which bibliographies were prepared, monographs were exploited, and many articles in Chinese Communist economic periodicals were indexed. Also, in furtherance of this program, captured Japanese documents were used for supplementary information on China.

Seminars and briefings for ORR and other CIA office personnel and ~~analysts~~ for FDD ~~personnel~~ were continued ~~as a carry over~~ from 1952 to further the plan that ~~the~~ requirements of the consumers and the capacity of FDD to meet such requirements would be better understood ~~for the effective promotion~~ of operations and service. Operational liaison between counterparts of ~~offices~~ FDD, CIA, and other IAC consumers resulted in more expeditious and efficient servicing of the requesters and economical operation on the part of FDD.

The FDD Linguistic Consultations Service rapidly developed its contacts with offices in ~~area~~ and during the year processed ~~area~~

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6,675 cases for ORR, OSI, OCD, OO, and other offices to which it was available. Minor requirements against FDD were resolved "on the spot" with no delay occasioned by transmittal and paper-work procedures and attendant liaison which previously had constituted unwanted detail and expense.

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Increased operational liaison assisted materially in the [redacted]

[redacted] refinement of exploitation techniques as opposed to translations

service. Increased confidence on the part of consumers in FDD's abilities, evidenced during later 1952, markedly increased during 1953 with the result that a much larger number of requirements requested exploitation as opposed to translation and the increased guide requirements. The sub-committee on foreign language publications [redacted] exploitation was proving to be contributory for better planning in this field.

Increased operational liaison, the availability of the Linguistic Consultation Service, and closer control of all translation service requirements resulted in greater expedition in satisfying translation service requests. Complaints regarding translations service by FDD materially decreased during the year, evidenced to this effect is the reduction of translations service back log from 550 on 1 January 1953 to 284 on hand 31 December 1953. In all, 79,481 pages translations service were received during the year; 83,369 pages were completed; 20,814 pages addressed to the division were canceled mainly because they duplicated work previously done or were of little value, and 11,045 pages were on hand as a back log going into 1954. Of the translation load, approximately 2,000 pages were in reversed translation (from English into a foreign language) and the division also participated more than ever before in the translation/interpretation of foreign languages either from sound tapes, recordings, or directly or from motion picture film.

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The training programs of the division followed the 1953 plan for expansion. A total of [redacted] of the divisions personnel engaged in such training programs, as compared to [redacted] the preceding year. The fields of training

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engaged in by the divisions personnel included its prime requisite language training, as well as international studies, basic intelligence, human resources, clerical work and management, and in reverse ~~as~~ ^{also provided} the division ~~for~~ ⁱⁿ giving instruction for CIA personnel in [REDACTED] and Rumanian.

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Formal training and work experience developed within FDD a group which is qualified for interpretive propaganda analysis, ^{as planned for 1953.} Two research aids were produced ~~for~~ ^{by} this staff, ~~operation, during the year~~. Curtailment through lack of budgetary funds for 1954 required the dissemination of this ^{material} ~~in July~~ staff except for the coordinator, before this operation was really under way. ^{staff} under requirement of ONE, OCI, and DD(P) the propaganda analysis operation is continuing on an ad hoc basis.

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The planned expansion of the consolidated translations survey and its index was effected ^{with considerable success.} This operation ~~was~~ placed ^{on a full-time basis as} ~~in the hands of~~ [REDACTED]

A unit composed of experienced personnel, Cooperation of Contact Division and [REDACTED] liaison among the government agencies provided for additional listing ⁱⁿ of translations completed and processed to augment those previously supplied almost exclusively by the cooperating IAC offices. The CTS ~~was~~ listed during the year ~~an~~ an average of more than 1,000 items per month in its publication. ^{From} ~~alone~~ ^{On} its records alone, discounting any duplications ~~it~~ presented through the consumer's recourse to the publication, the CTS Unit prevented 506 items of duplication which would have totaled 16,716 pages.

During the year, FDD received and processed 241,628 foreign language publications. This represented approximately 6,040,300 pages of foreign-language materials scanned for the divisions production. Although publications procurement and control passed out of the ^{to} ~~per~~ view of the division in mid-summer, ^{FDD's} ~~the divisions~~ cooperation in this field is continuing, especially in view of the requirement for foreign-language personnel, to advise in procurement problems ^{and} ~~and~~ ^{use} ~~accept~~ a different languages.

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Recruitment was so successful during 1953 that FDD ended the year
with one over the ceiling allowed by the personnel revision of 1 July.

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25X1A Of [redacted] actions initiated by the division during the year, [redacted] reported for duty, and there were [redacted] actions on hand at the end of 1953. It was the first time that FDD had recruited to the limit of its allowed ceiling ~~or T/O.~~

Reorganization for greater operational support, in the form of the merger of two branches into the Western World Branch was another tentative accomplishment of the division. ~~The new branch was initiated~~
~~in~~ placed on an experimental basis in October. ~~This~~ new organization embraces all Western World Areas outside the Iron Curtain, excluding the Orient. ~~The new organization includes~~ ^{id} direct orientation of ~~its operations~~ for information pertaining to the Soviet Orbit, and provides for a great fluidity in the adaptation of personnel to requirements, ~~against the division's language potential~~.

Participation of the division in the CIA Records Management Program was also note~~worthy~~ during the ^{first} year of its initiation. ~~The division's~~ increased awareness of filing techniques and requirements, and participation in the vital materials program ~~were stepped up.~~ The effort toward reduction of classified storage space paid off with the division turning ~~over~~ ^{over} 28 file cabinets ~~or safes for release.~~

2. Major Divisional Problems

Of the FDD objectives for 1953 only a few are carried over into 1954 as continuing problems. ~~These~~

While the division's previous primary concern in the procurement of foreign-language publications was transferred to CIA Library, FDD's interest continued in the development of cooperation with the new Foreign



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of foreign-language publications.

The elimination of delays in the dissemination of FDD reports was another ~~objective of the~~ ^{item} which haunted the division at the start of 1953. ~~and for~~
~~which there was no noticeable correction during the year.~~ Through conferences and cooperation with OCD, attempts were made by FDD to help cut this time lag from two weeks, but as of 31 December 1953 no noticeable improvement had ^{been} effected. It appears doubtful that FDD can assist further in any way to accelerate the dissemination of its reports.

Refinement of reporting techniques is still in a development stage and continues as a problem until all consuming offices and agencies can be satisfied as to content and form. The subcommittee on exploitation of foreign-language publications has developed ~~that~~ ^{for} ~~is~~ ^{available} that there are strong demands for information published in ~~index~~ ^{graph} file form and it appears acceptable that a considerable amount of the information provided by FDD is adaptable to such reporting. However, a suitable CIA duplicate form must be devised to provide for required reproduction of such material.

Another 1953 objective, only partially realized and continuing as a problem, was that of additional publication and dissemination of FDD reports with the reduction of issuance of unpublished reports. FDD published more than 2,000 more pages in 1953 than it did the previous year, but also issued more than 22,000 pages of unpublished reports over the total of 1952. The criteria by which material is selected for unpublished issuance are being re-examined and a study is being made of editorial and publication procedures, plus typing capabilities, in respect to ~~possible increase~~ ^{assignment} of more formerly unpublished material for publication and dissemination.

An indication that dissemination is more preferable ~~in~~ ^{for} a large number of the now-issued U-reports ~~is~~ ^{is} received directly from OCD ~~regarding~~ requests to ~~for~~ ^{for} extra copies of "U reports" and in the requests for reclassification of such reports, which were issued ~~as~~ ^{classified} ~~restricted~~ prior to the presidential order on classification of 15 December 1953.

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Requirements for additional reports in the Propaganda Analysis field ~~also are facing the division.~~ poses and additional problem for the division. The dissemination of the Propaganda Analysis Staff as a result of the budget ~~crack down~~^{shortfall} in 1953 presents another carry-over problem from a relative success ~~in as~~ a ~~1953~~ objective of FDD. Experiences^{show} that it is poorly conceived to depend upon part-time exploitation for furnishing ~~description of propa-~~ ganda for ~~interpretive~~ Propaganda Analysis. The division's only recourse, ~~is~~ ^{is} ~~to~~ ^{is} the drafting of experienced area-branch personnel for temporary full-time assignment to the Propaganda Analysis effort ~~to~~ ⁱⁿ to reply to such requirements, ~~as may received~~.

Although much of the previous dissatisfaction in translations ~~erased~~ service was ~~eliminated~~ during 1953, operations in this category will continue to be a problem to FDD. ~~A ceiling~~ ^{A ceiling} ~~Restrictions~~ on division personnel and limitation of funds for contract translation finds consumer dissatisfaction ~~in that their actual needs can not be met.~~ A finer selection of material for both classified and unclassified ~~material~~ ^{processing} has been necessary. ~~For~~ ^{For} ~~and in regard to the contract service,~~ the allocation of service available ^{in total with the} per month has been required in the case of all participating offices. In addition, ~~to this the cut in~~ ^{cut in} ~~entailment~~ of funds for the 1954 resulted in a decrease of overtime which was formerly a major item of support in meeting many of the demands for classified translation. Only through the inter-divisional transfer of funds within the Office of Operations was FDD able to continue overtime translation work on a reduced schedule.

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3. Additional Objectives for 1953

Outstanding objectives for the coming year requiring FDD action appear as follows:

a. Determination more exactly of what consumers need in the way of exploitation of foreign-language publications, through discussions in the subcommittee ~~on~~ exploitation of foreign-language publications.

b. Application of greater effort in an endeavor to achieve the closest coordination of activities in other government agencies involved in the exploitation of foreign-language publications.

c. Develop and maintain closer working-level liaison with each of the consumer offices and/or agencies.

d. Further reduction of the backlog of translations service and increase in the speed of handling translations service requests.

e. Detailed examination of guide requirements with a view to eliminate as many as possible in favor of specific requirements from consumer offices.

f. Speed up the processing of material and production of reports ~~including the backlog~~ from the date of receipt of the foreign-language publications ~~to that of~~ dissemination of reports.

g. Develop ~~and~~ specific reference ~~material~~ such as annotated bibliographies or abstracts of publications ~~urgently~~ required by consuming offices.

h. Continue the development of the CTS operation both by expansion and increase coordination with similar operations outside the IAC, And projection of this operation for eventual adoption of machine-record methods.

i. Continue language training for employees so as to expand their individual language potentials ^{and} thus increase the over-all capabilities of the division.

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1. Overall Divisional Development

The experimental reorganization of ~~The Western Branch~~ and the Near East/Africa Branch was an outstanding organizational change in the division during 1953. The merger of these two branches into the Western World Branch on 1 October was designed to accomplish (1) the creation of a unit capable of a higher degree of exploitation for information on the Soviet Orbit's intentions and potentials as revealed in the free world's ~~publications~~, ~~newspapers, periodicals, and monographs~~, and (2) to provide a unit with more effective flexibility for operational support of all FDD's branches concentrating on the ~~USSR and~~ Soviet Orbit.

The exploitation of Uzbek, Turkistan, Tatar, Azerbaijani, and Armenian Publications was transferred from the former Near East/Africa area to the USSR Branch in order to provide more proficient supervision of the responsibilities covered in the areas of these languages. The Finnish section, previously with the Eastern Europe Branch, was embraced in the new Western World Branch for the same reason.

Sections which previously covered the West German, Austria, Scandinavia, France, Benelux, and Africa, were reorganized into three main sections covering the Germanic States, French States, and Latin States.

Latin States Section
The ~~latter's~~ operation involves the exploitation of Latin American newspapers on the basis of specific requirements from the DD(P) area, and from G-2.

While not ignoring entirely the intelligence information ~~on~~ on the free world, ~~the reorganization~~ especially in view of specific requirements for such information, the reorganized branch is aiming ~~at~~ primarily for information on the Soviet Orbit as revealed from the press ~~of~~ the free world ~~areas~~. This may involve legal and illegal East-West trade information, activities and organization of National Communist Parties, forthcoming and current international conferences and fairs, official and private traveling between the free world and the ~~the~~ Soviet Orbit, and activities in Scientific and Technological Research and Developments ~~in~~ the free world.

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With the divorce of the [redacted] Documents Control Branch, from FDD on 11 August 1953, with its functions transferred to OCD, the division was required to face with a necessity for providing an intermediary for close screening of new material received into the division since this function could no longer be carried out by the new Foreign Branch, CIA Library. *Foreign Branch*
 was charged with the responsibility of providing FDD with the raw material for its operations. To this end a Screening Section was established in Reports Branch. This section consists of [redacted] all of which, 25X1A except a clerical post, are occupied by multilingualists.
Near East/Africa-Western Europe
 Other than that required for implementing the [redacted] merger,
 above, there was little reorganization within the area branches, except as required to meet operational requirements. The budget and ceiling restrictions imposed by the budget for fiscal 1954 required the disposal of the propaganda analysis staff on 19 August. The coordinator for propaganda analysis was retained in this position but other personnel of this staff were reassigned to area branches. *Operations for propaganda analysis were continued on an ad hoc basis with experienced personnel drafted from the area branches as required.*

2. Headquarters Organization and Activities

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25X1A As of 31 December 1953 there were [redacted] on duty in the *FDD* division against a ceiling of [redacted]. On 1 January 1953, the T/O was [redacted] with a ceiling of [redacted] and the ceiling was raised to [redacted] this being increased on 14 January 1953 to [redacted]. The 1 July budget restrictions resulted in a freezing of FDD's T/O at [redacted] the number of persons on duty as of 30 June 1953. The elimination of the Documents Control Branch in August resulted in a transfer of 13 positions of this unit to OCD, reducing the FDD T/O to [redacted] and a drop of [redacted] the ceiling to [redacted]

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25X1A 25X1A Successful recruiting was one of the features of 1953, it being the most successful for the division in this field of activity. At the start of the year, FDD had [redacted] actions in process and during the year [redacted] additional actions were instituted. Of the [redacted] actions, [redacted] reported for duty and [redacted] were disapproved by security, canceled by personnel or [redacted]

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declined appointment. There were [] actions in process at the []
[] close of 1953.

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In all, the year showed [] gains for FDD personnel-wise and []
losses. The gain showed an average of [] per month and losses averaged

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[] Of the losses [] were resignations, one was by death, and [] trans-
ferred to other offices of CIA.

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The FDD overtime program, by which much of the []
Translations Service Requirements were met, was ~~also~~ another feature of operation
somewhat curtailed by the limitation of FY 1954 budget funds. For sev-
eral pay periods the overtime schedule was canceled so as to permit funds
for promotion of deserving personnel. However, with a transfer of 27,500

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dollars [] to FDD, overtime was resumed []

~~background the program was needed to the extent~~ The available funds
now provide for an ~~allowable per period~~ overtime allocation of 900 hours ~~per pay period~~.
An average of 993 hours per pay period was worked by the division during
1953 as compared to between ~~1,200 to~~ 1,500 hours ~~per~~ per pay
period during 1952.

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Participation of FDD personnel in the training programs ~~of CIA~~

~~An even~~ and the division more than doubled that of 1950. Around [] of the di-

visions personnel engaged in these training programs as compared to []

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involved in such participation of the previous year. Training covered

numerous fields during 1953. Primarily the divisions prime objective

was Language Training, and 36 persons ~~were involved~~ received instruction
in advanced language [] of rare languages. However, parallel edu-

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cation for the divisions intelligence officers drew students to []

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[] the CIA Basic Intelli-
gence Course, World Area Seminar provided through the agency, Clerical
and Management Courses, and the agencies Human Resources Program.

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The division ~~was~~ ^{provided} ~~on its own part~~ ^{some of} the instruction in-
volved. ~~in some cases above~~ Nine trainees participated in the FDD
Chinese Language Program and six in the Russian Program. An FDD expert

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five
instructed ~~A~~ personnel of the covert services in an intensive [REDACTED] 25X1A
~~Language Course, and~~ ^{two} ~~other~~ ^{FDD} ~~division~~ linguists tutored ^{two} ORR officers
in Rumanian. All clerical personnel received into the division were
^{two} given ~~A~~ weeks introductory training in procedure ^{used} ~~employed~~ in FDD, and [REDACTED] 25X1A
20 FDD personnel completed a division Reports Writing Course. [REDACTED]
FDD supervisors participated in the OTR Human Resources Program, and *five*
completed the ~~agencies~~ Records Management Course.

In addition to such formal training, ten FDD
analysts engaged in field trips to industrial plants
to become familiarized with technical processes
by close observation.

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Security violations during 1953 totaled
[REDACTED] as compared to [REDACTED] during 1952.

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insurete
Commenced with the reclassification of personnel effected ~~the in~~ in
~~1952~~ year before in the linguist and clerical categories, on 30 April 1953

25X1A the Classification and Wage Division approved the reclassification of [redacted] positions ranging ~~from upward revision of grades from GS-3 to 4 to~~ GS-1 to -15. Several other positions, mainly clerical, were reclassified in the course of the year, and on 11 August ~~the 8~~ ^{eight} positions ~~of the~~ Screening Section, involving grades from GS-4 to GS-12, were approved to man the new Screening Section, Report Branch. [redacted] positions were reclassified during the year.

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With the transfer of functions of the Document Control Branch to the ~~the~~ new Foreign Branch, CIA Library, 5165 square feet, the second wing of [redacted] was transferred to OCD to house the new operation. ^{at 850 square feet} To partially offset this loss of space, one room formerly used as unclassified pool space was converted to classified use, amounting to 850 square feet.

Air conditioning was installed throughout the entire FDD area ^{early summer} morale in the ~~course of the year~~, contributing to the ~~the~~ and ~~the~~ operational efficiency of the organization.

3. Field Activities

FDD field activities were limited to one operation and a field survey during 1953.

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At the start of the year, the [redacted]
[redacted] was surveyed in relation to Chinese Communist literature available there on economics and science. Following this FDD personnel engaged for more than ^{two} months in the preparation of annotated bibliographies [redacted] which bibliographies were eventually published as [redacted]

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C. Functional Progress in Collection

1.. Source Coverage

Resort to numerous and varied overt sources for procurement of Foreign Language Publications failed to fill numerous gaps in source material prevalent for several years. Certain publications of the technical and trade-journal type restricted by the Soviet Union from exportation were still unavailable. In the course of the year, Rumanian and Hungarian official bulletins were banned from export for the first time, thus eliminating sources for reports on official laws and decrees of those

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livery of material from that area. Delays in receipts of publications from some areas continued, although the amount of material received via air mail increased during 1953. Covert sources were resorted to for

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certain Near East Publications. 25X1A

In spite of restrictions on certain scientific and technical periodicals from the USSR, FDD received Soviet Scientific Periodicals regularly in 1953 as compared to titles received in 1952. In addition, a large volume of Soviet books, monographs, and nonperiodic serials in the scientific and technical fields were received. Coverage was also augmented by the receipt of more than one hundred titles of scientific periodicals from the Satellite States.

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The divisions successful efforts to discover available [redacted] Chinese Communist literature, especially in the field of economic and science, have been described above. With arrangements completed for current reporting, additional information on additional acquisition of such material by

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[redacted]
in the United States a guaranteed flow of books and monographs in these catagories is more or less assured.

Direct responsibility in the procurement field was removed from FDD with the transfer of Documents Control Branch to the CIA Library, negotiations and planning for which started as early as 1 April. The source coverage in the future will be carried [redacted] on through FDD's direct liaison with Foreign Branch through the divisions Screening Section. ~~With~~ ^{are} The Screening Section, and the particular area sections concerned ^{are} responsible for advising Foreign Branch concerning ~~the~~ gaps in source material [redacted] and exceptional delays in receipt of material ~~from the [redacted] of publica-~~
~~tion~~

2. Exploitation Coverage

In response to ONE's "Intelligence Deficiencies Revealed in SE-27", FDD accented efforts to provide the needed information on Chinese economy and science. A survey was completed of US repositories holding Chinese

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[redacted]

To expand the divisions language ability, ^{six} new Chinese Linguists were trained through the divisions Language Training Program and [redacted] language training for ^{two} persons in Viet-Namese ^{and one} in Burmese increased the ability, ~~confidence~~ of the division to cover the southeast Asia area.

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In the Near East area, coverage of Indian newspapers was expanded to the regular exploitation of ~~1~~ 14 Hindi, 3 Bengali, and 13 Urdu news-papers. In this area, ~~1~~ too, language training was completed by ~~1~~ in Persian, ~~1~~ in Urdu, ~~1~~ in Hindi, ~~1~~ in Bengali, ~~1~~ in Arabic, and ~~1~~ in Africans.

In some areas, exploitation procedures were streamlined through use of recording tapes and the encouragement of CIA analysts to spot-review publications for precise information. This trend is leading to the best use of FDD capabilities and the elimination of much waste effort and misunderstanding.

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In response to a consumer demand led by OCI, monthly compilations on Soviet leading personalities were discontinued in favor of dissemination ~~reproduced 6x10 file cards~~ on fine blade copy files for use by OCI, Department of State, the DDC area, and others. ~~IN THE SCIENTIFIC FIELD NUMEROUS COMPILATIONS~~

In the scientific field, numerous compilations of condensed information were produced in close support of specific intelligence projects. Continued emphasis was placed upon the production of periodical abstracts as the vehicle for broad coverage. Only by this means was it possible to increase the coverage of Soviet Periodicals, this being done at the cost of production of information reports or more complete exploitation. The production of collated information reports in the scientific field actually decreased during the year in the face of demands for the periodical abstract type of filable information and ~~because of~~ an increase translation service load. For scientific Soviet books and monographs, only token exploitation was possible on a limited scale ~~specifically~~ by use of the table-of-contents method supplemented by brief descriptive texts. A gap also continued in the production of information from Soviet Orbit Scientific Publications owing to a dearth of personnel for this purpose.

External contract translations supplied to some extent the demand for complete translations in specific fields, as required. In all ~~unclassified~~ contract translations service accounted for ~~59,631~~ pages during the calendar year of 1953.

2. Divisional Information Output

FDD produced 165,513 pages of reports of all types during 1953. This was a considerable increase over the 135,843 pages produced by the division the previous year. Continuing the comparison of this total, 39,578 pages were in reports published and disseminated, as compared to 37,440 pages published in 1952.

The unpublished report method was ~~resorted to~~ used increasingly during 1953 in order to limit dissemination for exclusive use, to better meet target dates or project dead lines by circumventing the time-consuming

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~~for~~ reproduction and dissemination processing^{es}. FDD U-reports accounted for 64,843 pages during the year as compared to 42,707 pages ~~of~~ such reports the previous year. The remaining 61,092 pages represent the divisions production in exclusive reports ~~for~~ in response to requirements of the covert offices, and in ~~answ~~^{er} to special requirements for card-filed information ⁱⁿ biographic categories and for graphics registr^es. There were also ~~as well as~~ 2,296 pages produced in abstracting of enclosures to covert reports.

Again, the greatest volume of reports were filed in the economic category, 72,040 pages being ~~issu~~^{ed} for 1953 as compared to 45,926 pages in 1952, while scientific subjects commanded the second largest total for both years at ~~issu~~^{ed} 33,086 for 1953 a small increase over the 31,699 scientific pages issued in 1952.

Averaging approximately 116 pages per issue, the consolidated translations survey, ~~with~~ its supplement "For U.S. Officials Only," were regularly issued monthly. Coverage by the Consolidated Translation Survey reached a distribution ~~peak~~ of 278 ~~customers~~ during 1953, the listings per issue averaging more than 1,000 items. Expansion was effected ~~for~~ for additional listings through cooperation of the Contact Division in nongovernmental field and through direct liaison with outside ~~the government~~ agencies.

As production of the Propaganda Analysis Staff, the division published Research Aids. ~~It~~ was the "Sino-Soviet Friendship Month Propaganda", and ~~it~~ "Chinese and Soviet Views on Mao as a Marxist System Theorist and on the Significance of the Chinese Revolution for the Asian Revolutionary Movement." The division also published its first reference aid, "A glossary of Chinese Characters for Certain Place Names in Burma." Another extra publication was "Special Italian Accessions." A special report, with limited distribution, was also produced by the division on "Free World Press Reactions to the Soviet H-bomb."

A prime objective of the division starting 1953, inspired by complaints from CIA offices and the State and Defense Departments, was

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the ~~elimination to some extent~~ of delays in dissemination of the division's published reports. Through conferences and cooperation with OCD it was attempted by FDD to ~~reduce~~ this time lag ~~in~~ dissemination from the ~~A~~ weeks which elapsed between completed preparation in the division and dissemination of the reports. This delay was the cause to a considerable extent ~~to~~ resort to increased issuance of unpublished reports. ~~in order to meet the time demands by analysts requiring information in certain categories.~~ FDD conceded to an OCD request for ~~R~~ carbon copies of each report prepared on duplimat so as to split the time required for analysis in Liaison Division, OCD. However, at about this time, OCD took on another obligation ~~for the provision of~~ ^{to} ~~de~~ the Intelligence Subject-Area Code Index on each report. It is possible that this additional chore militated against any improvement in the time of processing the FDD reports through Analysis Branch. ~~The~~ The time lag in dissemination still stood at approximately ~~A~~ weeks at the close of this year.

3. Requirements and Priorities

At the start of 1953 FDD had 793 requirements on hand while at the close of business 31 December 1953 there were a total of 613 requirements against the division. Of the total on 1 January 1953, 550 of the 793 were for ~~Translations~~ Service. The expedition of the ~~Translations~~ Service by ~~the division~~ during the year had decreased this ~~load in back~~ log to 284 ~~Translations~~ Service requirements ~~against the division as of~~ the end of the year. Increases in exploitation requirements, however, were noteworthy. At the start of 1953 there were 76 specific requirements against the division while the close of the year found a total of 149 such requirements ^{on hand}. Guide requirements increased, also, from 167 ~~at the start of the year to 180 on 31 December~~ ^{during 1953.}

At ^{the} ~~start of 1953~~ There were 2,805 requirements ^{were} received by the division as compared to 2,412 received during 1952. ~~and continuing the comparison~~ ~~completions were 2,606 in 1953 against 2,105 in 1952, with respective cancellations at 379 and 219.~~ The Inter office liaison, initiated by FDD more than a year ago, continued to show successful and satisfactory results.

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Briefings of groups from consumer offices was continued, to a large extent an individual liaison, and conferences, and seminars on both specific projects and for general information of FDD capabilities as compared to the needs of the consumer offices, were held periodically and sporadically. The trend for increased exploitation requirements continued and to some considerable extent is responsible for the decrease in translations Service requests.

Through intercession of PP/DD(P), two requirements have been modified from the US Information Board.

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4. Consumer Reactions and Evaluations

Foreign Documents Division received upwards of 50 ^{commendations} recommendations and letters of appreciation from CIA offices and IAC agencies served during the year. Some of the more outstanding were as follows:

From the Assistant Director for National Estimates, ^{for} on the FDD research aid "Chinese and Soviet views on Mao as a marxists theorists and on the significance of the Chinese Revolution for the Asian Revolutionary movement." With this was a request for a supplemental report on "Mao's trend since the death of Stalin."

From the Assistant Director for Current Intelligence, ^{for} the same report and embodying a similar request.

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From the Assistant Director for Research and Reports, for FDD's participation in [REDACTED] exploitation project which made available to ORR analysts invaluable statistical data on China and Manchuria.

From Rear Admiral Carl F. Espe, Director of Naval Intelligence, for FDD's translation into 17 foreign languages (many of which were in the rare language category) the text for the Pointee-Talke Booklets issued in survival kits for Air Craft Pilots..

[REDACTED]

From The White House, for translations service on personal papers of the President. 25X1A

From the office of Naval Intelligence, for selected translations from [REDACTED]

From the Assistant Director for Current Intelligence, for the special FDD project on the Soviet Party, Government, Millitary Personalities Mentioned in Newspapers, and Periodicals, in relation to an analysis of a possible successor to Stalin. 25X1A

From the Naval Intelligence [REDACTED] for several FDD reports on [REDACTED] Navigation in Ice-Bound Waters. 25X1A

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From the Acting Director of the Office of Libraries and Intelligence Acquisition, Department of State, for FDD [REDACTED] services in supplying information on the Near East, South Asia, and Africa.

From the Office of Naval Intelligence, for the translation of a short speech from the Marshallese language.

From the Department of State, for FDD reports concerning details on Chinese Communist propaganda operations among the masses.

From the Assistant Director for Research and Reports, for FDD's long service and detailed understanding of requirements for transportation information needed by the Economic Services Division/RR.

From the Director [REDACTED] of Training, for FDD instruction of CIA personnel in the [REDACTED]

The many other [REDACTED] written evidences of appreciation and for accommodation of FDD individuals and the division operation as a whole have been received for extensive interpretation work of sound tapes and from moving picture film; for services of individuals in aiding in the quick scanning of documents; for the expeditious reply to requirements, and the meeting [REDACTED] target dates, and for specialized reverse translation work. [REDACTED]

Evaluations are received by Foreign Documents Division only upon specific requests in conjunction with certain projects or reports on which the originating language specialists require additional or supplementary guidance for future [REDACTED] operations. Upon receipt of such evaluations the areas concerned take immediate action to comply with the suggestions embodied in such [REDACTED]. No inventory is maintained of these results.

D. Progress in Support Functions

1. Changes

Increased liaison between operational counterparts, the increased development of the linguists consultation service, and the establishment of closer control of all translations service requirements resulted in greater in expeditious satisfying the agencies needs for translations service. The LCS, and liaison between FDD and the requesting offices resulted in greatly increased service on a speedy and more informal basis. Many requirements

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were converted into the more economical exploitation channel. Closer control of the formal requirements via monthly inventories for both classified and unclassified-contract translation services militated against unsatisfactory delays. Requirements against unobtainable documents, and those involving valueless information revealed from scanning, were canceled after reasonable time lapse, search, or scanning. Evidence of the dispatch with which translations service was handled in 1953 is shown in the comparative figures: 550 requests on hand 1 January 1953; 284 on hand 31 December 1953. The actual work backlog as of the start of the year for translations service was 35,747 pages. There were 79,481 pages received during the 12 months, but as of 31 December 1953 the FDD backlog for this service stood at only 11,045. To a greater degree than ever before, FDD was called upon for reverse translation (from English into foreign language). The Office of Communications, the Office of Training, and the DD(P) Area were principle requesters for this type of translation. In all approximately 2,000 pages of reversed translation were accomplished during the year.

The amount of translations/interpretation service performed by FDD linguists for the covert staffs and for graphics register increased materially in 1953. Requests for this type of service included that for direct interpreter work, transcribing from sound tapes or recordings, and interpretation of foreign newsreels.

Restrictions on the quantity of unclassified-contract translation was required at the beginning of FY 1954, owing to the curtailment of funds for this purpose. *Consular offices estimates of pending requirements* was to force greater discrimination and control on the part of the requesting offices in selection of material for contract work. It was necessary for FDD, as the controlling office, to break down the estimated requirements of the offices service by contract translators into monthly allocations and to maintain strict control that such allocations were not disregarded. While this service continued to be of great value to the agency, dissatisfaction on the part of heavy requesting offices regarding limitations.

(caused for a contract budget of [redacted] However, the budget at source was held to [redacted] the same as grant T-1 for 1953.)

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of their needs could not be diss spelled except by a more sympathetic attitude on the part of the budget bureau. Among special support services rendered by the division during 1953 are the following:

Complete translation of one day's ~~output~~ ^{output} of the Voice of America made for the Jackson Committee. This totaled 921 pages from 44 foreign languages.

~~Planning~~. Negotiations for an external research project on regional studies of the USSR petroleum industry made for the Petroleum Branch of ORR.

Reverse translation of Radio Free Europe Questionnaire from English into Czech, Polish, Rumanian, Hungarian, and Bulgarian for RQM/OIS.

600
FDD contributed 1,000 Czech, and/Finnish abbreviations in support of the CIA Library's abbreviation project.

~~Language identification and translation work in ANTHARTIC~~

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Language identification and translation work ~~and~~ in Amharic,
Chinese
Arabic, and ~~Chinese~~ at the White House.

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For RQM/OIS and BI/state cable code ~~the~~ entries for [REDACTED]
personalities.

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Language instruction in Rumanian and ~~Romanian~~ for CIA personnel,
and all examinations in Hungarian and ~~Croatian~~ administered to DD(P) per-
sonnel.

The Korean version of the US-ROK defense pact was checked by FDD
for the Department of State.

During the year Foreign Documents Division successfully proposed
a revised regulation on transliteration and prepared, in conjunction with
this, a new transliteration handbook.

To ~~and~~ consumer offices ^{in the} ~~provide for~~ clearer framing of require-
ments, Foreign Documents Division initiated a new form "Request for In-
formation From Foreign Documents" ~~for the use of requesters in framing~~
~~all requirements against the division.~~

More than [REDACTED] Chinese Economic Periodical Articles were indexed
for Reference Branch, CIA Library.

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Special operational service was performed for ONI in assisting its
25X6 preparation of an [REDACTED]

Another support function, the abstracting of CSDB enclosures of
the covert offices nearly doubled in volume during 1953 as compared to
the previous year. There were 2,296 enclosures, ~~which~~ nearly 47,721
pages, from which abstracts ^{were prepared} disseminated. In 1952 there were 1,256
enclosures, with a comparable number of abstracts resulting from a total
of 27,684 foreign language pages.

25X1A / More than [REDACTED] articles in Chinese Communist Economic Periodicals 25X1A
were indexed for the intelofax system of CIA Library. In addition, [REDACTED]
annotated bibliographies of Chinese Communist Monographs were prepared
and disseminated. At the request ^{of} and in cooperation with BID, Depart-
ment of State, OCI and other CIA offices, the FDD method of preparing
biographic information on Soviet personalities was revised from monthly

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compilations to a system of reproduceable card-file information.

On request, particularly from CIA offices, the consolidated translations survey unit made 85 subject surveys listing 6,558 appropriate items in support of special projects of the requesting offices.

In support of specific exploitation requirements, FDD issued 458 reports. Guide requirements against the division resulted in 5,069 reports.

The linguists consultation service processed 6,675 items during the year, which figure represents to some extent the sidetracking of formal requirements against the division.

2. Special Problems

Lack of control over source material and its procurement is one of the outstanding special problems effecting FDD operations. Antiquated rules applying to the shipment of documentary material procurement fields over seas, and relating to library functions more than the collection of intelligence, delay the receipt of newspapers and periodicals to such an extent that the divisions "current" coverage can be effected only on the basis of ~~months~~ ^{long} delay. Consequently, ~~with~~ the time required for exploitation added to that ~~for~~ ^{from} ~~receipt of~~ the document, ~~after~~ ^{can give} ~~printing expires~~ against the ~~relation~~ ^{realistic} ~~of~~ documentary information to ~~actual~~ current needs.

Until transmittal by air of most important publications, and priority shipment by sea can be assured from the areas of procurement no answer to this problem is in view.

The increasing ideal for "total information" in the intelligence field is another problem facing FDD and its methods. Some steps have been taken in this direction in the division through the use of indexing and abstracting methods and the publishing of bibliographies. However discussions progressing in the NSCID-16 subcommittee on the exploitation of Foreign-Language Publications are expected to resolve this question in respect to at least selected subjects and areas. An unexpectedly large demand for German translation constituted a serious work load for the division in this language category during the year. However, the available ability of personnel efficient in this language, through the multilingual capacity of the division has built up the preceding year, saw FDD able

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to meet the requirements in this field satisfactorily in a great number
~~cases.~~
 of the large majority of ~~similarly~~ a heavy demand for Indonesian work,

25X1A [REDACTED] constituted an unrealistic demand upon the divisions facilities. However, through the establishment of adequate priority, the application of the exploitation technique, and consistent operation against the backlog, this was reduced to reasonable proportions before the end of the year. Personnel limitations, restriction on recruiting and imposition of ceiling) has left the division no alternative but refusal of important A-priority requirements. The exploitation needs as expressed by such offices as OCI, the DDC area, OSI, in the course of the year, would have required a table of organization of between [REDACTED] people. However, it was necessary to kill such requirements even before their inception.

The problem of translations service delays, which continued into 1953, was to a large extent dispelled during the year through the use of adequate controls, suspense, a realistic attitude toward the availability of raw material, required, and a general speeding of the actual translation operation. It is satisfactory to report that as the year progressed fewer and fewer complaints regarding the expediting of translations service were received by the division and, on the contrary, evidences of appreciation were received from satisfied consumers.

FDD [REDACTED] has maintained, within reasonable compliance, a 48-hour service in the abstracting of CSDB enclosures. In early 1953, conferences among the interested offices of CIA regarding delays in the processing of such enclosures were held with FDD participating. The inadequacies under discussion did not reflect upon the FDD operation to any great extent, other than that the quantity of enclosures [REDACTED] was subject to increase if the material were completely serviced. While the discussions failed to eliminate transmittal delays and bottleneck routing, FDD was able to so organize its abstracting operation that, with streamlined methods, a nearly 100-percent increase in enclosures was processed. The average was about 200 per month. The problem of sufficient copies of abstracts for adequate and full dissemination continues, owing to the need for additional personnel in the publications area of FDD. If such were to be effected in

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this division:-

3. Collection ~~vs.~~ S. Support Functions

Based on its production figures, FDD devoted approximately 38 percent of its effort to translations service and 62 percent to exploitation during 1953. ~~FDD~~ abstracting was included as translations service. This percentage division of work load represents a ~~1~~^{four} percent increase in favor of translations service over the division ~~evidenced~~ in 1952. While the 1 to 2 balance in favor of exploitation is ~~that~~ prescribed for the division, strict control within such limitations is impossible even on a monthly basis. Deadline projects and other urgent requirements, and the variation of demands by areas, work against ^{en} maintenance of an accurate balance, ~~but on~~ ^{daily or weekly} ~~basis~~. ~~Such a problem~~ ^{exists} ~~an annual~~ it ~~is~~ ^{exists} a problem.

Assessment of Division Operations

1. Extent of Accomplishment of 1953 Objectives

FDD's objectives ~~was~~ set down for 1953 ~~were~~ substantially achieved within the capabilities of the division.

a. The approval on 7 March 1953 by the National Security Council of NSCID-16 provided FDD with the long desired "charter" for its operations in the exploitation of foreign-language publications and the coordination of translation activities. The directive carried with its ~~recommendations~~ classifications applying to CIA Library/OCD for procurement of foreign language publications, their processing and cataloging.

Resultant were ~~two~~ memoranda of instructions issued by the DD(I) on implementation of the NSCID-16. These involved establishment of ~~two~~ subcommittees, of which Chief, FDD, headed that for "Exploitation of Foreign-Language Publications." Sixteen meetings of this committee were held during the year, with examinations completed on the USSR and China exploitation possibilities.

Implementation of the directive also required reorganization within FDD upon transfer of its Documents ~~Control~~ Branch ~~Division~~ to become the Foreign Branch/CIA Library/OCD. This required the organization of a Screening Section within FDD to effect adequate selection of foreign

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language materials received from Foreign Branch and to control for FDD their procurement and transmittal.

b. The increased volume of covert documents requiring abstracting by FDD came under study early in 1953, with ORR, OCD, OCI, and the DD(P) area ~~T~~ cooperating. Conferences designed to arrive at more satisfactory expedition of abstracting and/or exploitation of the enclosures to CSDB reports failed to develop an ~~ac~~ceptable ~~g~~agency-wide system. However, revision and refinement of processing within FDD enabled the division to handle an average of 200 documents/abstracts per month for the entire year for an actual total of 2,296 abstracts resulting from the processing of [REDACTED] foreign-language pages submitted in the enclosures. 25X1A

c. In response to ONE's "Intelligence Deficiencies Revealed in SE-27," FDD stressed efforts to provide the needed information on Chinese economy and science. A survey of US repositories to which Chinese Communist Documents are available on these subjects was completed by the

25X1A [REDACTED]

More than 500 annotated bibliographies of the monographs in these institutions were prepared by FDD and, with priority cooperative screening by a FDD-ORR panel, about 50 monographs were exploited. In addition,

[REDACTED] articles in Chinese Communist Economic periodicals were indexed for the CIA Library intelofax system.

The expansion of this effort also delved into captured Japanese ^{Abstract} Documents to supplement the information on China. 5,000 statistical tables on Chinese economy were made available from this source [REDACTED]

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d. Seminars and briefings for ORR and FDD personnel were continued as a carry-over from 1952 with the desired result that the ORR requirements and FDD's capacities are now better understood and more effective

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operations and service^t have been promoted. Operation liaison between counterparts of both organizations resulted in more expeditious and efficient serving of the requestors and more economical operation upon the part of FDD. The research and exploitation against the "Efficiencies Revealed in SE-27" are evidence of the extent of cooperation developed during the year between FDD and ORR.

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E. Outstanding was the service rendered ORR and the [REDACTED] ing area by the FDD Linguists Consultations Service. More than 50 percent of the transactions accounted for by the LCS in 1953 were against ORR requirements. Located in [REDACTED] the LCS was manned by a full-time chief, assisted on a rotation basis by one other multilingualists. Both on the staff of the LCS were expert in the languages more popularly required in servicing ORR, OSI, OCD, and the other offices to which the service was available. In all, the LCS processed 6,675 cases, of which 3,789 were for ORR, 1,138 for OSI, 1,122 for OCD, and 526 scattered. Through the LCS, the minor requirements of FDD clients were resolved "on the spot" with no delays occasioned by transmittal and paperwork procedures and attendant liaison. [REDACTED]

F. Progress was continued in the refinement of exploitation techniques as opposed to translations service. Increased operational liaison led to much of this progress, together with the large number of briefings presented to CIA personnel on the FDD operation and its capabilities. Increased confidence on the part of consumers in FDD abilities was evidenced in the framing of their requirements which called increasingly for exploitation for specific information, and also by the issuance of the requesting offices of comprehensive guide requirements against targets for FDD exploitation of foreign publications. During the year, the division issued 458 reports against specific requirements and 5,069 reports in reply to guide instructions. The division also was recipient throughout the year of the agency's intelligence information requirements, general requests for specific information, for which the division was not responsible in

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most cases for replies, but to which they were able to contribute excellent support.

Exploitation
The subcommittee on foreign-language publications ~~and exploitation~~ proved to be contributory for better planning in this field. Methods to meet the requirements as developed in this committee were still under study going into 1954.

G. Increased liaison between operational counterparts, establishment of closer control of all requirements, and the Linguists Consultation Service operation resulted in greater expedition in satisfying translations service requests. ~~Assessment of the measures above, and~~ ~~*****~~ Through the LCS and Liaison, much service was committed on a speedy and more informal basis, and many requirements were converted into the more economical exploitation channel. Monthly inventories were maintained of requirements for both classified and unclassified contract translations services to the end that much of the unsatisfactory delays of the past were eliminated and fruitless requirements against unobtainable documents, ~~and~~ those involving ~~valueless~~ information, were canceled ~~after reasonable time lapse, search or scanning.~~

Included to a greater degree than previously, was reverse translation (from English into foreign languages), in which much work was done for the Offices of Communications and Training, and the DIP Area. Also far greater than before, FDD services were rendered in ~~the~~ translations/interpretation required by covert staffs and ~~the~~ graphics register.

H. In the Propaganda Analysis field, the division achieved ~~two~~ ~~three~~ training ~~of its~~ ~~1953~~ objectives. Formal ~~*****~~ and work experience developed a group within FDD which is qualified in highly specialized work of ~~active~~ ~~Propaganda Analysis~~. ~~This demonstrates~~ This was demonstrated in the Research Aids produced during the year. Study and experiment has fairly well demonstrated that support by the division personnel can be successfully utilized for descriptive ~~Propaganda~~ analysis but, lacking concentration of application, tends to yield relatively poor results in

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the interpretive field.

The ~~PA~~ program was arbitrarily curtailed with the imposition of personnel ceilings and budgetary limitations requiring dissemination of PA the partially established staff ~~PA~~ before this operation was fully under way. Reduced to only a coordinator on a full-time basis, additional production required of this operation was continuing with support of specialized personnel ~~PA~~ drafted from FDD branches on an ad hoc basis.

As the year ended, ~~PA~~ such a staff was active on requests of ONE, OCI, and DD(P) ^{in the} preparation of a third analysis.

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A. Expansion of the Consolidated Translation Survey Index and monthly publication proceeded as planned. With the permanent establishment of the CTS Unit, full-time operation of this facility was possible for the first time in the four years of its development.

Greater coverage was effected through new contacts in government and in private industries and institutions. Through Contact Division, [redacted] 25X1A 141 translations were added to the index. Results of external translation projects conducted by the National Science Foundation are regularly processed. Liaison with the National Institutes of Health resulted in more effective listings from this source, and similar contact with the Scientific Translation Center, Library of Congress, developed regular receipt of bibliographies of translations from this source. [redacted]

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[redacted] 25X1A

Cooperation of the participating IAC agencies increased during the year, with expanded liaison effected by the CTS Unit and requirements for service increased proportionately. There were 862 inquiries involving 2,384 items addressed from 14 offices during the year. Eighty-five subject surveys developed 6,558 appropriate items on request of IAC analysts. There were 1,377 requirements, involving 2,707 items, screened against the index. In all, 16,716 pages of duplication were prevented by reference to the index, representing a gross saving, at \$5 per page average, of \$83,580. Cases of duplication prevented by IAC reference to the monthly publication cannot be accounted for or estimated.

The Consolidated Translation Survey, issued monthly and listing translations in process as well as those completed, reached a distribution peak of 278 consumers during 1953, the listings averaging more than 1,000 items per month.

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j. During the year FDD received and processed [REDACTED] Foreign Language Publications. This represented approximately 6,040,300 pages of foreign language material scanned for the division's production.

With the Division's responsibility in procurement matters transferred to CIA Library shortly after the first quarter ended, one of the Division's major objectives for 1953, that of closer cooperation with other offices and agencies in procurement of foreign-language publications was no longer a specific requirement. However, with removal of the Documents branch from FDD, the Division organized a Screening Section, one mission of which is the coordination of procurement and subscription with the new Foreign Branch, CIA Library. Staffing and activation of this section on 10 July effectively bridged the gap between the new procurement arrangement and receipt of material by FDD.

In view of the budget curtailment and limitations of exploitation personnel, a prime objective of the new ^{Screening} section was to re-examine all previous subscriptions before placing of ^{new or renewal} subscription orders before November 1953. This resulted in a cut back to [REDACTED] subscription orders placed by FDD for 1954 as compared to [REDACTED] subscriptions ordered for 1953. In the same category, the Screening Section also took up a review of book purchase orders by the division, some of which were of more than two years standing. This resulted in reducing this listing against the budget to 456 items as compared to more than 800 standing against the division previous to the Screening Section's survey. During the ^{six} months of its operations thus far, Screening Section has processed [REDACTED] unsolicited books

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^{three}
25X1A [REDACTED] and [REDACTED] turned back as of no interest to FDD. In the ^{six} months beginning July, 2,030 serial publications were processed by the section, of which [REDACTED] were selected for division exploitation ^{and} [REDACTED] returned to Foreign Branch as of no immediate informational value.

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~~A.~~ Continuance and expansion of the language-training program was another objective of 1953 carried on with a success more than double that of 1952. Around [] of the division's personnel engaged in [] training programs of all types. Of these [] persons received instruction in [] languages, as compared to [] in language training the previous year. Included in this training were [] language training programs carried on by FDD in Russian and Chinese. The division also assisted the agency in offering intensified instruction in the [] language and in Rumanian for DD(P) personnel and ORR officers.

2. Other Accomplishments

The tentative organization of the Western World Branch from the personnel of the former Near East/Africa Branch and the Western Europe Branch may develop as one of the major accomplishments of 1953 in FDD. The area-coverage reorganization, as set up within this new ~~organization~~ ^{branch}, is designed to effect a broader, if somewhat shallower, coverage of the entire world outside the Iron Curtain and target this coverage on information concerning the USSR ^{and} its satellites, including China. As compared to the former pin-pointed sectional organization of the two separate branches, this branch is now organized to cover areas of interest and particularly promises more efficiency in relating the language potential to such areas.

[REDACTED]

Project. Three months of this organization's existence have promised well for its permanent continuance after the six-months trial period is ended. The fluidity with which this branch has been able to adapt its personnel to requirements against the division, and pin-point its exploitation efforts for information against the Soviet Bloc [] is already strongly indicative of its operational support potential in relation to the objectives of all other branches of the division.

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Another organizational or reorganizational accomplishment of the division was that of adapting to the removal of its Document Control Branch and ~~organization of~~ ^{refine} ~~its adoption of~~ Screening Section to ~~end~~ the receiving process for the division's raw material. This in effect has streamlined the entire processing of foreign-language publications into the division, in that the subscription desired ~~despatch~~ and purchase material being on order of the division does not require preliminary screening and selection before it reaches the area branches. However, the large amount of material received outside of procurement and subscription orders, ~~was~~ ^{unselected} by FDD but subject to its screening and selection under order of the DD(I) can be ~~handled~~ handled by the trained linguists of the new Screening Section, ~~of FDD~~, under consistent briefing of the areas served. A large amount of material having no intelligence informational value can be ~~eliminated~~ from the work load of the analysts ~~in~~ ^{the} operational ~~floor~~. Further, subscription and purchase orders of the division can be closely coordinated and controlled to best maintain such requirements within ~~the~~ budget limitations. Another achievement of the division was in the recruitment field. For the first time in its history FDD was recruited to its T/O ceiling limitation as of the end 25X1A of 1953. At the end of the year there were [] on duty against a revised/T0 of [] and a ceiling of []. Also in the administrative field was the accomplishment of [] reclassifications upward during the year, which brought the division to a well-graduated graded organization ~~al status.~~

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3. Major Deficiencies

One of the major deficiencies not immediately attributable to division operations, was the continued delay noted in the dissemination of published products. One of the objectives of 1953 had been to effect some improvement in the dissemination techniques used in other areas of the ~~the~~ agency. Cooperation on the part of FDD, in ~~accordance~~ ^{complying} to requests of OCD for extra carbon copies of reports, failed to bring about a noticeable difference in the ~~elapsed~~ time between the materials departure from FDD and its receipt among consumers. This ~~elapsed time~~ stood at approximately ~~two~~ weeks at the start of the year and no change was noticeable as of 31 December 1953. Result of this was a necessity for the division to resort to advance copies (material furnished in draft form to specific requestors in advance of publication), and to increased use of the U-(unpublished) reporting system, the latter of which is unsatisfactory from a production basis and unsatisfactory from the desirability of having a considerable amount of the division's products reach the most consumers.

At the same time, the U-reporting system increasingly added an additional chore to the division's records and transmittal operations. It was one of the objectives of the division to reduce the number of U reports in favor of increased dissemination during the year. However, while publication was increased by more than 2,000 pages, U reporting increased 25X1A by [redacted] pages. Efforts were to be initiated early in 1954 in an attempt to ~~more~~ streamline FDD Editorial and Publication procedures to the end of reducing the processing time within the division in order to compensate for the ~~lack~~ of expeditious dissemination procedures.

Time lag in the transmittal of foreign-language publications from their area of procurement to Washington and FDD was another major deficiency, more or less outside the ability of FDD to correct. Greater ~~procurement authority~~ control is to be desired on the ~~part of~~ ^{for} procurement authorities to the end that priorities may be substantiated for air transmittal and sea shipment of desirable documents for the maintainance of current coverage by FDD.

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Suggestions, ~~██████████~~ and other cooperation to this effect may be made through the subcommittee on procurement of the NSCID-16. With the announced restriction of exportation of certain Soviet newspapers and periodicals facing the United States in 1954, expeditious methods for securing the desired

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The coordination of the FDD operations with the Air Intelligence Division (Treasure Island) at the Library of Congress AID has increasingly been operating in the field formerly exclusively exploited by FDD, and regardless of the ~~entries on~~ received through Air Force A-2 there is a strong probability of duplication of effort ~~at~~ at the expense of both organizations. It is desirable that liaison be so effected between the two organizations on a classified basis that AID would ~~inform contact~~ FDD/CTS ~~through~~ ~~aprise that organization~~ upon the initiation of a new translation project or to inquire if such project is in ~~process elsewhere~~ ~~operation in any other translation field~~ of the government. A move toward this ~~end~~ end will be made early in 1954.

Outstanding among the deficiencies faced by FDD, as well as other government agencies of course, was the budgetary ~~slash~~ effected by Congress funds in respect to the ~~████~~ for fiscal year 1954. The imposition of a ceiling on personnel recruitment at a time when the division was at its peak of success in recruiting ~~desired and required~~ personnel constituted a blow against the planned development of the division in the face of outstanding and anticipated requirements. New measures were required in 1953 to ~~give~~ ~~the~~ required translations service on the basis of priorities established ~~either~~ at the requirements ~~inception~~ or through liaison. Planned exploitation expansion was curtailed with the staff again ~~pursuing~~ studies as to how to effect broader coverage of their areas and subjects in view of a lack of ~~desired~~ personnel. Some steps were taken along these lines in the provision of information in card-file form, and the results of studies by the subcommittee on exploitation may develop other techniques of reporting

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satisfactory or more desirable ^{than} ~~in~~ those of the present ~~to the majority~~
~~of consumers~~

The limitation of funds ~~halted~~ the expansion of translations service in the unclassified-contract field. This was especially unfortunate for the division which at the turn of the fiscal year had built up a dependency by the requesting offices for increasing amounts of ~~material~~ ^{contract work.} ~~which could be handled in this fashion and without handicap in the general division~~
~~operation of the division.~~ In the face of ~~personnel~~ limitation this additional curtailment of translation facility acted as a double ^{the} ~~deferrant~~ ^{was necessary} to any planned expansion of translations service for CIA or the IAC. ~~Re-~~ ~~sult was A~~ close study of unclassified translation requirements with the result ~~in the cancellation~~ ⁱⁿ of considerable questionable material, but also ^{numerous projects} with the cancellation of ~~much material~~ which would be of considerable value in the form of basic reference material for intelligence information.

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S-E-C-R-E-TF. Objectives for 1954

1. Short-term Objectives and Aims

a. Development and maintenance of closer working-level liaison with each of the consumer offices or agencies. Counterpart analysts of FDD and the offices served by the division can, by more intimate contact, more effectively develop the subjects and projects in which they are interested and engaged, ~~in simultaneously~~. FDD personnel has thus far developed well in this field but continued accent in this respect is necessary, ~~until mutual conferences and briefings on needs and capabilities regular are recognized as operational necessities~~.

b. Further reduction in the backlog of translations service and a greater speed-up in the handling of translations service requests. This can be accomplished along the lines initiated in 1953 with increased resort to operational liaison, use of the Linguistic Consultations Service, continued close control and suspense on requirements, and a greater selectivity of translations service requirements, ~~for acceptance by FDD~~.

c. Detailed examination of guide requirements with a view to eliminating as many as possible in favor of specific requirements. A study of the guide requirements will reveal that a large majority of these overlap in their demands for similar information, and, with FDD personnel capabilities limited, such requirements might more efficiently be broken down to specific requests for information against projects of immediate concern. In this way the effort of the division would be more ~~pointed~~ and the products of the division would go to a definite and timely use.

Most efficient use of the specific requirements system, replacing the guide requirements, would demand that such specific requirements be coordinated among other offices of similar interest to the end that information requested by one office might be expanded in its exploitation to ~~the service of all~~.

d. Speed up the handling of material from the date of receipt of the foreign-language publication to the time of dissemination. This will

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require and emphasized study and survey of the FDD reporting system to effect revisions in styles and formats and the streamlining of editorial and publications processing. This should increase the quantity of information disseminated while conversely decreasing the amount of unpublished reports issued by the division. Further study and honest attempt ~~to move~~ should be made in the area of dissemination ^{an} to eliminate processing bottle-necks in favor of moving the reports more expeditiously to the consumer.

- E. Continue language training for FDD employees so as to expand their individual language potentials and thus increase the over-all capabilities of the division. In view of T/O limitations and restrictions on recruitment this method ^{is} necessary to maintain the division's ability to operate in the largest number of foreign languages as well as to provide against attrition of personnel, especially in the rarer language category.

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2. Action Planned on Long-term or Continuing Objectives

a. More exact determination of what consumers need in the way

of exploitation of foreign-language publications. This will be achieved through deliberation and discussions in the Subcommittee ~~for~~ ^{on} Exploitation of Foreign-Language Publications, the recommendations of which will then be implemented following their approval by the Advisory Committee on Foreign-Language Publications. ^{and the appropriate Agency officials.} Implementation of such recommendations may require, in some cases, revision of techniques and reporting methods, and adoption of new operational procedures.

b. Greater endeavor to achieve the closest possible coordination of activities in the other government agencies involved in exploitation of foreign-language publications. This will involve a cross-exchange of information among such agencies to the end ~~that none are involved in the duplication of the efforts of another, that that operations are adjusting~~ ^{of minimizing duplication} ~~and~~ ^{and} to the best service of the requirements of the intelligence community.

c. Development of specific reference aids, such as annotated bibliographies or abstracts of publications urgently needed by consuming offices. Steps have already been taken in preparing such material, and immediate expansion is planned in the field for the Far East area.

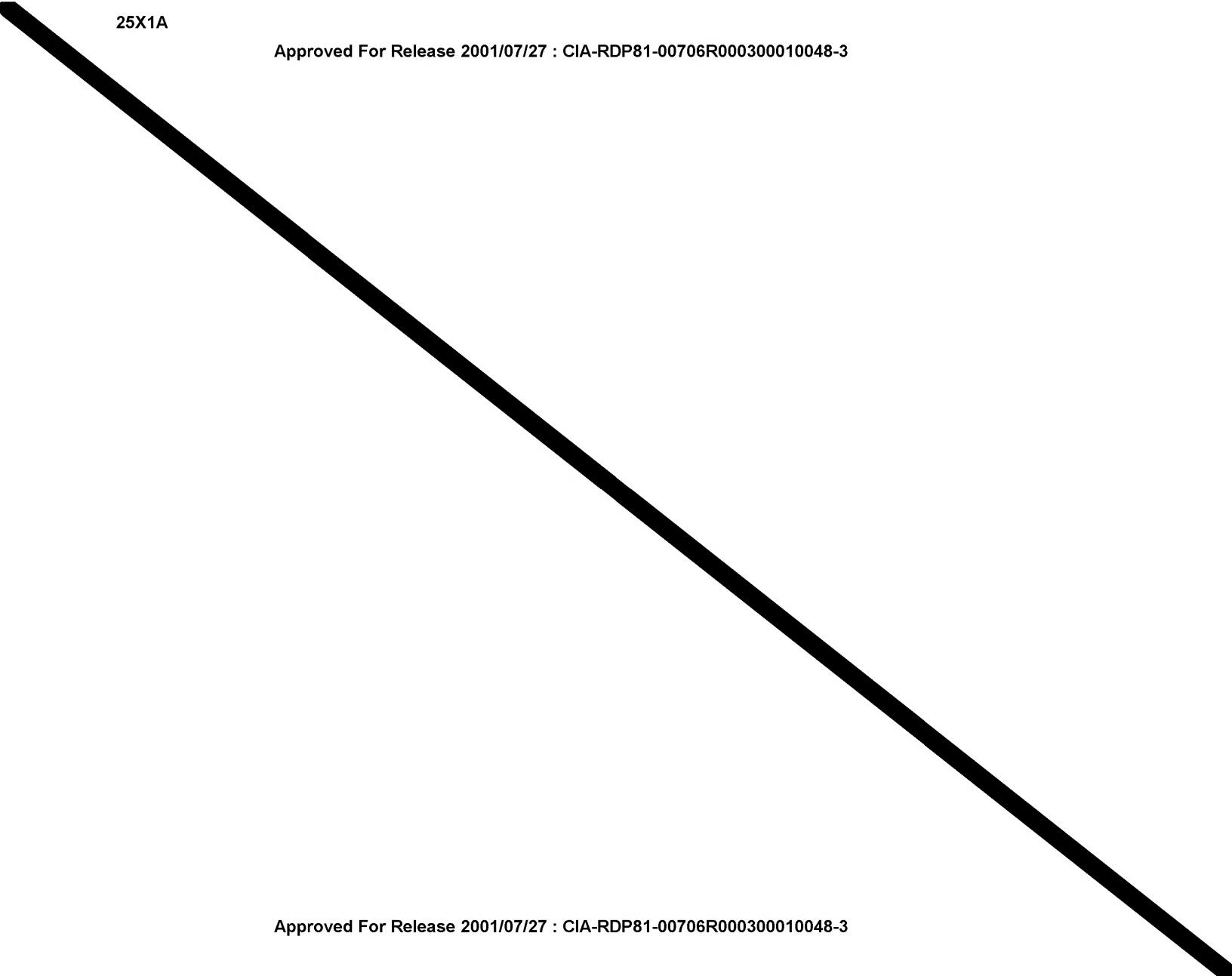
d. Continued development of the CTS operation, both by expansion and increased coordination, especially with similar operations outside the IAC. The CTS is now operated with a minimum of personnel in view of its expansion in 1953, but steps will be taken to step up this unit's liaison activity and provide for picking up known backlogs of thus-far unlisted translations known to exist in the government agencies and elsewhere.

Study must be pursued to determine the extent of duplication ~~existing~~ ^{existing} in relation to other translation indexing agencies, especially in the scientific and technical field. ^{This may} ~~with the possible result in~~ eliminating, or limiting, FDD/CTS listing of unclassified material in this field.

Appended are:

1. Comparative Statistics of FDD Operations
2. FDD Statistical Report, 1953 Recapitulation
3. Graph of Linguist Consultations Service Transactions in 1953
4. Consolidated Translation Service Statistics
5. FDD Training Program

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